

# Recurring Payments (Portal)

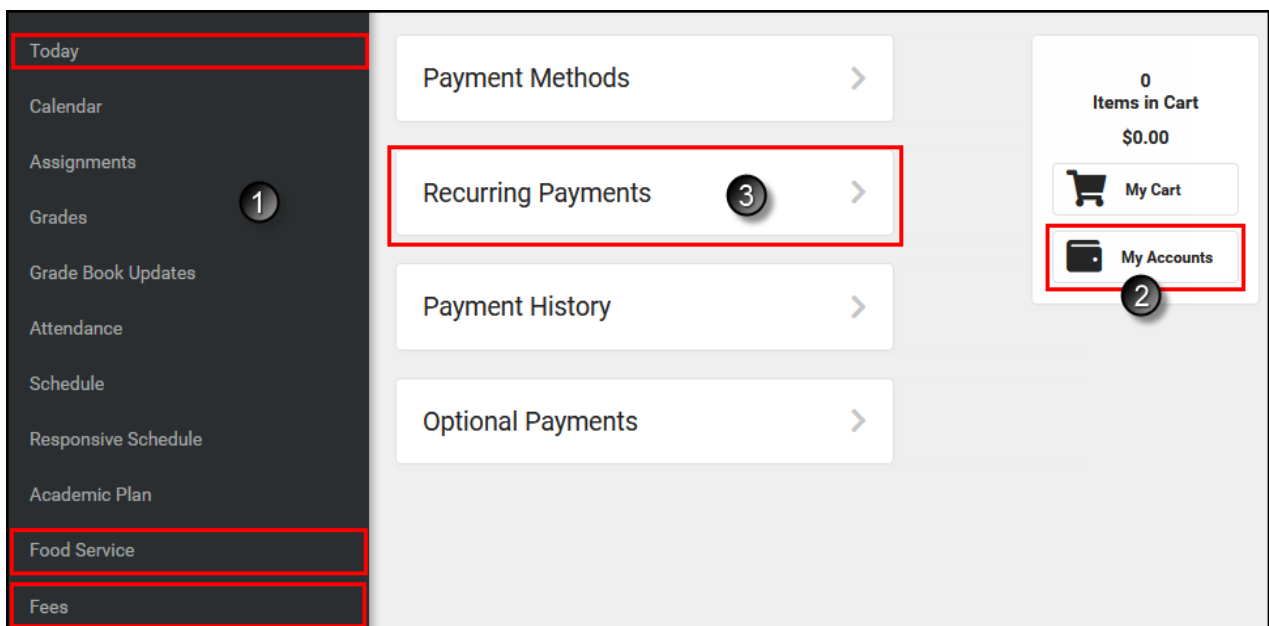
Last Modified on 08/05/2021 8:14 pm CDT

**PATH:** *My Accounts > Recurring Payments*

Using recurring payments, you can pay installments for a fee, pay for recurring services from the district, or automatically add money to a Food Service account when it reaches a low balance. Districts have the option to enable or disable Recurring Payments. Check with your district if this option is not available.

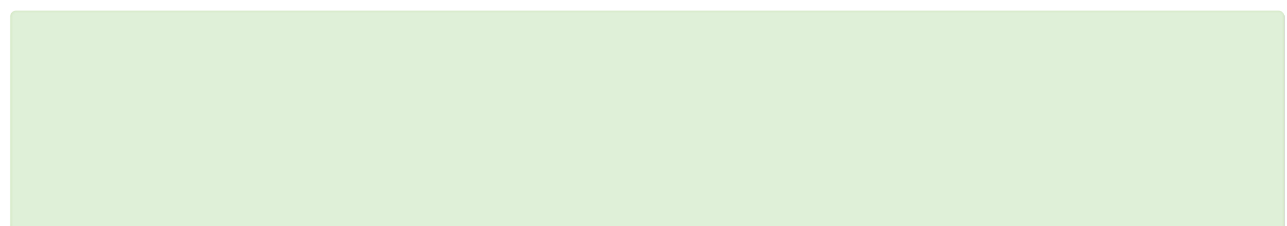
## Where do I go to set up Recurring Payments?

The Recurring Payments tool is part of My Accounts. My Accounts appears on the screen when you are looking at the Today, Food Service, or Fees tools.



## How do I automatically add money to a Food Service account?

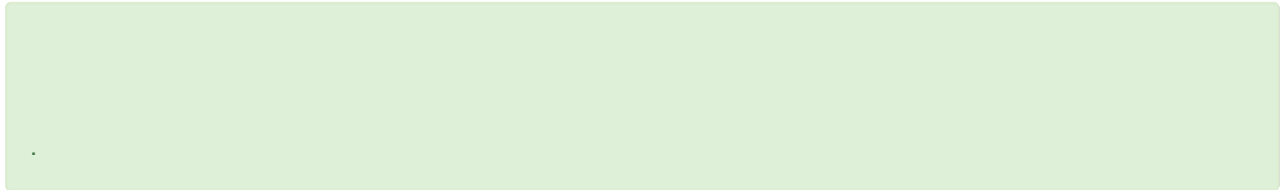
1. Select **Recurring Payments**.
2. Select **Food Service**.
3. Select a **Frequency Option**: *Weekly, Semi-Monthly (1st and 15th of Month), Monthly or Low Balance*.
4. Select the **Payment Method** you want to use and the **Email Address** for Campus to send the receipt.
5. Select **Save**.



## How do I set up Recurring Payments for Fees?

1. Select **Recurring Payments**.

2. Select the fee that you want to pay in installments.
3. Complete the required fields.
4. Select **Save**.



## How do I edit my Recurring Payments?

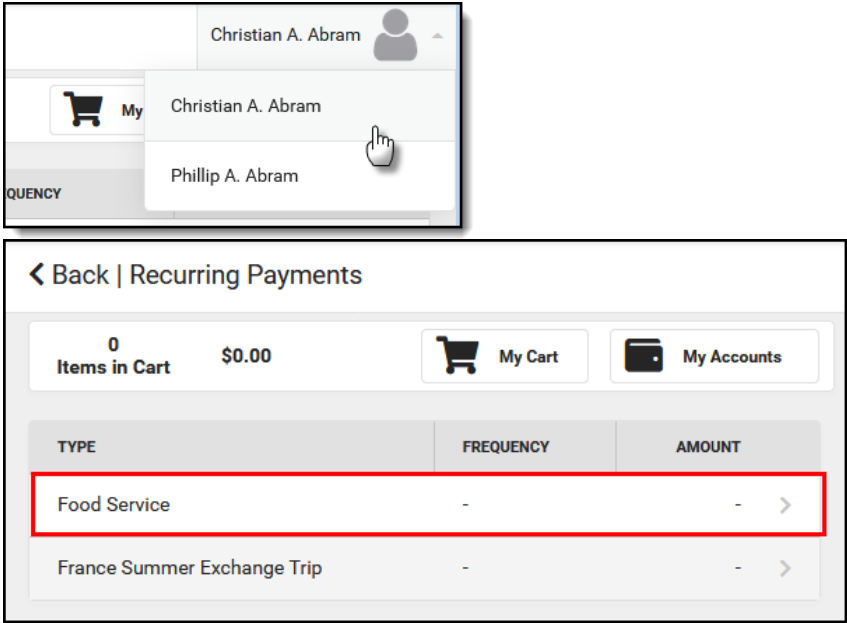
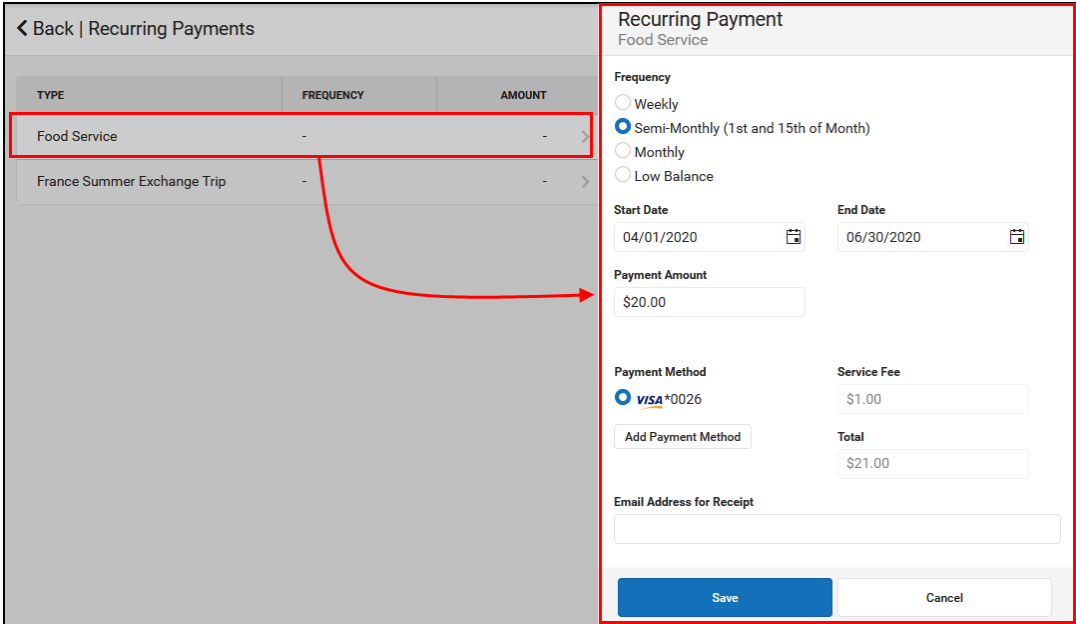
1. Select **Recurring Payments**.
2. Select the fee or food service payment you want to edit.
3. Complete the required fields.
4. Select **Save**.

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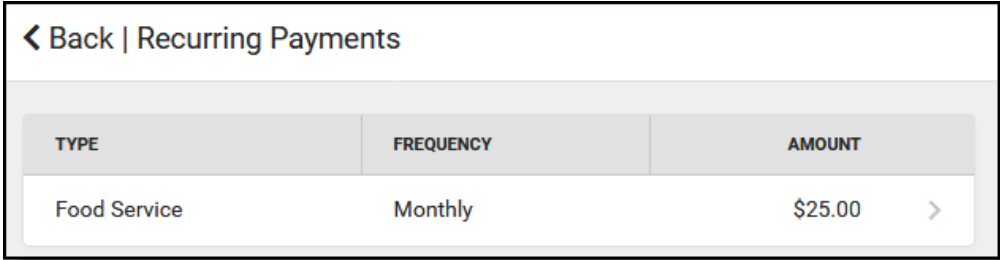
## Automatically Add Money to a Food Service Account

Complete the following steps to automatically add money to your Food Service account on a monthly basis or when it reaches a low balance.

Step	Action
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Step	Action
1	<p><b>Select Recurring Payments.</b></p> <p><b>Result</b> The Recurring Payments screen displays.</p> <p>If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displayed in the top right corner.</p> 
2	<p><b>Select Food Service.</b></p> <p><b>Result</b> The Food Service Panel displays.</p> 

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3	<p data-bbox="264 264 791 297">Select one of the following <b>Frequency</b> options.</p> <table border="1" data-bbox="264 315 1423 1731"> <thead> <tr> <th data-bbox="264 315 413 376">Option</th> <th data-bbox="413 315 1423 376">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="264 376 413 656"> <b>Weekly</b> </td> <td data-bbox="413 376 1423 656"> <p data-bbox="429 394 1385 461">This option adds money to the account every 7 days beginning on the Start Date you enter.</p> <p data-bbox="429 468 1251 501">When you select this option, you must also complete the following fields:</p> <ul data-bbox="461 508 692 613" style="list-style-type: none"> <li>• Start Date</li> <li>• End Date</li> <li>• Payment Amount</li> </ul> </td> </tr> <tr> <td data-bbox="264 656 413 891"> <b>Semi-Monthly (1st and 15th of Month)</b> </td> <td data-bbox="413 656 1423 891"> <p data-bbox="429 667 1297 701">This option adds money to the account on the first and the 15th of the month.</p> <p data-bbox="429 707 1251 741">When you select this option, you must also complete the following fields:</p> <ul data-bbox="461 748 692 853" style="list-style-type: none"> <li>• Start Date</li> <li>• End Date</li> <li>• Payment Amount</li> </ul> </td> </tr> <tr> <td data-bbox="264 891 413 1346"> <b>Monthly</b> </td> <td data-bbox="413 891 1423 1346"> <p data-bbox="429 902 1402 1050">This option adds money to the account on a monthly basis. Your payment will automatically occur on the same day every month beginning on the <b>Start Date</b> you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days.</p> <p data-bbox="429 1095 1244 1128">When you select this option, you must also complete the following fields:</p> <ul data-bbox="461 1173 692 1279" style="list-style-type: none"> <li>• Start Date</li> <li>• End Date</li> <li>• Payment Amount</li> </ul> </td> </tr> <tr> <td data-bbox="264 1346 413 1731"> <b>Low Balance</b> </td> <td data-bbox="413 1346 1423 1731"> <p data-bbox="429 1357 1370 1424">This option automatically adds money to the account when the account reaches the <b>Low Balance Amount</b>.</p> <p data-bbox="429 1469 1244 1503">When you select this option, you must also complete the following fields:</p> <ul data-bbox="461 1547 737 1693" style="list-style-type: none"> <li>• Start Date</li> <li>• End Date</li> <li>• Low Balance Amount</li> <li>• Payment Amount</li> </ul> </td> </tr> </tbody> </table>	Option	Description	<b>Weekly</b>	<p data-bbox="429 394 1385 461">This option adds money to the account every 7 days beginning on the Start Date you enter.</p> <p data-bbox="429 468 1251 501">When you select this option, you must also complete the following fields:</p> <ul data-bbox="461 508 692 613" style="list-style-type: none"> <li>• Start Date</li> <li>• End Date</li> <li>• Payment Amount</li> </ul>	<b>Semi-Monthly (1st and 15th of Month)</b>	<p data-bbox="429 667 1297 701">This option adds money to the account on the first and the 15th of the month.</p> <p data-bbox="429 707 1251 741">When you select this option, you must also complete the following fields:</p> <ul data-bbox="461 748 692 853" style="list-style-type: none"> <li>• Start Date</li> <li>• End Date</li> <li>• Payment Amount</li> </ul>	<b>Monthly</b>	<p data-bbox="429 902 1402 1050">This option adds money to the account on a monthly basis. Your payment will automatically occur on the same day every month beginning on the <b>Start Date</b> you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days.</p> <p data-bbox="429 1095 1244 1128">When you select this option, you must also complete the following fields:</p> <ul data-bbox="461 1173 692 1279" style="list-style-type: none"> <li>• Start Date</li> <li>• End Date</li> <li>• Payment Amount</li> </ul>	<b>Low Balance</b>	<p data-bbox="429 1357 1370 1424">This option automatically adds money to the account when the account reaches the <b>Low Balance Amount</b>.</p> <p data-bbox="429 1469 1244 1503">When you select this option, you must also complete the following fields:</p> <ul data-bbox="461 1547 737 1693" style="list-style-type: none"> <li>• Start Date</li> <li>• End Date</li> <li>• Low Balance Amount</li> <li>• Payment Amount</li> </ul>
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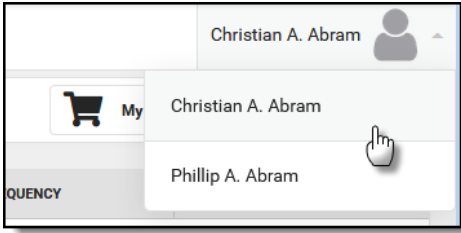
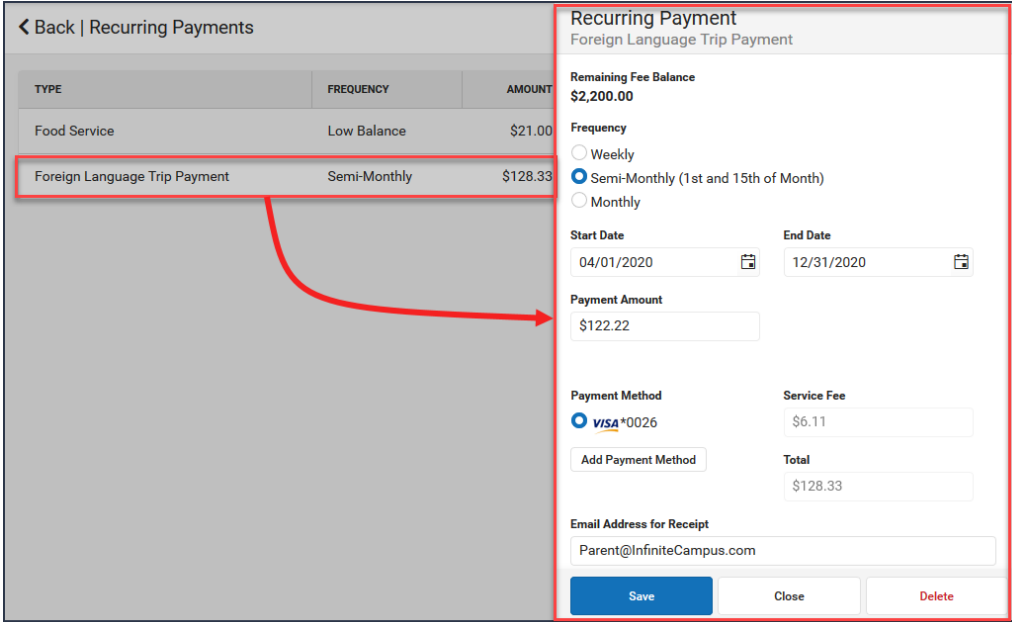
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4	<p>Select the <b>Payment Method</b> you want to use and the <b>Email Address</b> for Campus to send the receipt.</p> <p>Select the <b>Add Payment Method</b> button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen.</p> 
5	<p>Select  .</p> <p><b>Result</b> The Recurring Payment displays on the Payments screen.</p> <p>You can remove the recurring payment by selecting the payment and selecting <b>Delete</b>. You can only delete the recurring payment if you are logged in as the user who set up the payment.</p> 

## Set up Recurring Payments for Fees


Using recurring payments, you can pay installments for a fee or pay for recurring services from the district.

Before you can set up a Recurring Payment for an [Optional Fee](#), you must first make a payment on the optional fee. After you make your first payment, Campus assigns the optional fee to the student and the fee displays in the student's list of fees. After you make a payment and Campus assigns the fee to the student, you can use the Recurring Payments tool to schedule a recurring payment for that fee.

Step	Action
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1	<p>Select <b>Recurring Payments</b>.</p> <p><b>Result</b> The Recurring Payments screen displays.</p> <p>If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displays in the top right corner.</p> 
2	<p>Select the fee that you want to pay in installments.</p> <p><b>Result</b> The Recurring Payments panel displays.</p> 

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4	<p>Complete the following fields:</p> <ul style="list-style-type: none"> <li>• <b>Start Date</b></li> <li>• <b>End Date</b> - The Payment Amount field automatically updates based on the date you enter here to ensure the balance is paid in full.</li> <li>• <b>Payment Amount</b> - Campus calculates this amount by dividing the total amount due by the number of payments included in the Start and End dates.</li> </ul> <p>Campus does not allow you to overpay a fee. If the End Date or Payment Amount exceeds the Fee, Campus only charges your card or account until the Fee is paid in full.</p> <ul style="list-style-type: none"> <li>• <b>Payment Method</b> - The card or account you want to use each month.</li> </ul> <p>Select the <b>Add Payment Method</b> button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen.</p> <ul style="list-style-type: none"> <li>• <b>Email Address for Receipt</b></li> </ul>								

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